

## Volunteer Hours

Welcome back to the new 2018 – 2019 school year. The PTA will continue to enter hours electronically as we did last year.

### Volunteers

When volunteering, please make sure to check in with your Chairperson and enter your time or donation on the Sign-Up sheet provided.

When signing in please be sure to **PRINT** the **FAMILY NAME and GRADE** that is being credited for the hours. *Please inform any extended family that when volunteering they must enter the family name and not their names on the sign-in sheet.* Kindly note that if you are volunteering via Signup Genius you still have to record your donations/hours on the day of the event on the sign-in sheet.

The PTA hosts various events throughout the year where families can earn hours by signing up to work the event or by donating requested items. These events are published on the weekly electronic PIE.

### Room Parents

**Room Parents do not automatically receive hours.** In order to gain hours, they need to volunteer their time in the classroom based on the event they are required to coordinate and they need to let me know what activities they have done for the classroom as they do them. If you are going to be a room parent, please attend the Room Parent Meeting for information on duties. **Please designate one room parent to enter hours and report them.**

**\*\*Please note that classroom party donations do not count towards earning hours.**

### Event Chairs

When chairing an event, please be sure to check the sign-in sheets and make sure families have entered names, grades and times correctly and legibly. Sign-in sheets need to be sent to me via email or a hard copy via the school office addressed to me *within a week after the conclusion of the event* (c/o 7<sup>th</sup> grade).

***Be sure to check in with me on your total volunteer hours by the end of April/early May.***

***Please do not wait until the last minute to check or log hours with me.***

Please email me at [czarneckaiwona@icloud.com](mailto:czarneckaiwona@icloud.com) with any questions or concerns you may

have. Thank you.

Iwona Czarnecka

Email: [czarneckaiwona@icloud.com](mailto:czarneckaiwona@icloud.com)

